



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Lauren Sarkesian
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: March 18, 2019 Return: March 20, 2019
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington, DC Destination: San Francisco Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: ITIF (Information Technology & Innovation Foundation)
6. Describe Meetings and Events Attended: tech companies & discussions, including: Uber, Novartis Biome, Autodesk, Apple, Visa, SAP, Genentech
7. Attached to this form are **each** of the following, signify that each item is attached by checking the corresponding box:
 - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
 - b. ☒ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
 - c. ☒ page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agency **Signify statement is true by checking the box:** ☒
b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2019 APR 26 PM 4:27
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Lauren Sarkesian Date: 4/3/19

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Donald S. Beyer, Jr. Date: 4/3/19

Signature of Supervising Member: Donald S. Beyer Jr.



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Sponsor Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) who paid for the trip: Information Technology and Innovation Foundation

2. Travel Destination(s): San Francisco, CA

3. Date of Departure: March 18, 2019 Date of Return: March 20, 2019

4. Name(s) of Traveler(s): Lauren Sarkesian

Note: You may list more than one traveler on a form only if all information is identical for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$800	\$478	\$139	\$0
Accompanying Family Member	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box: ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Jackie Whisman

Date: 3/25/2019

Name: Jackie Whisman

Title: Vice President

Organization: Information Technology and Innovation Foundation

I am an officer of the above-named organization. Signify statement is true by checking box: ☒

Address: 1101 K Street NW Suite 610, Washington DC 20005

Telephone: (202) 626-5748

Email: jwhisman@itif.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Version date 12/2018 by Committee on Ethics



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TRAVELER FORM

1. Name of Traveler: Lauren Sarkesian
2. Sponsor(s) who will be paying for the trip: Information Technology and Innovation Foundation
3. Travel Destination(s): San Francisco & Silicon Valley
4. a. Date of Departure: 3/18/19 Date of Return: 3/20/19
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying Family Member is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? ☐ Yes ☒ No
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**
I am Congressman Beyer's Legislative Counsel, covering issues including those under the Science & Technology Committee (or

9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?** ☐ Yes ☒ No
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Amul S. Beyer Jr.

Date 2/15/19



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COMMITTEE ON ETHICS

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should **NOT** submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: Information Technology and Innovation Foundation
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box: ☒
3. **Check only one.** I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☒ **OR**
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ **OR**
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See Attachment 1
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
6. Date of Departure: March 18, 2019 Date of Return: March 20, 2019
7. a. City of departure: Washington, DC
b. Destination(s): San Francisco, CA
c. City of return: Washington, DC
8. **Check only one.** I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ **OR**
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ **OR**
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. **Check only one of the following:**
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ **OR**
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted: _____



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10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:* ☒
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* ☒ **OR**
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education: ☐
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
- See Attachment 2
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (specify: _____)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted: _____
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:* ☒
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): _____
Approximately \$60 per day
- 2) Provide the reason for selecting the location of the event or trip: _____
See Attachment 3
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: The Wild Palms Hotel City: Sunnyvale, CA Cost Per Night: \$239
- Reason(s) for Selecting: This was the only hotel in the region that could come close to the GSA per diem limit.
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$850	\$478	\$150
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization listed below: ☒ **OR**
- b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education. ☐
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Date: 2/14/2019

Name: _____

Jackie Whisman

Title: _____

Vice President

Organization: _____

Information Technology and Innovation Foundation

Address: _____

1101 K Street NW, Suite 610, Washington, DC 20005

Telephone: _____

(202) 626-5748

Email: _____

jwhisman@itif.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman

Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

March 14, 2019

Ms. Lauren Sarkesian
Office of the Honorable Donald Beyer
1119 Longworth House Office Building
Washington, DC 20515

Dear Ms. Sarkesian:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Francisco, California, scheduled for March 18 to 20, 2019, sponsored by the Information Technology and Innovation Foundation (ITIF).

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:kej

ATTACHMENT 2 – Question 12:

ITIF is a 501(c)(3) nonprofit organization founded in 2006 whose mission is to formulate and promote public policies to advance technological innovation and productivity. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity and digital economy issues. Our interest in the trip is to help staff better understand how new technologies and technology applications are developing and what the trends are likely to be in the future, so that they can better understand and respond to the technological challenges facing our nation.

ITIF is co-chaired by former members of Congress Vic Fazio and Phil English and governed by a board of distinguished IT and innovation policy leaders and experts. Senators Chris Coons and Todd Young are the Foundation's Honorary Senate Co-Chairs, and Congresswoman Suzan DelBene and Congresswoman Susan Brooks are the Foundation's Honorary House Co-Chairs.

This trip is part of the "ITIF Education Series" – a set of regular trips with Members of Congress and/or senior House and Senate staff to high-tech and innovation hubs around the country to hear from company leaders about new developments and issues, and to participate in educational forums on IT and innovation policy issues.

ITIF is the sole sponsor and is organizing and executing all aspects of this trip.

ATTACHMENT 3 – Question 15b2:

ITIF has selected San Francisco and Silicon Valley, California for this trip because these cities play a very important role in innovation and technology in the United States. This trip will give staff the opportunity to see actual technology demonstrations and presentations by top technology leaders in the region.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM – HOUSE ATTACHMENTS

ITIF Education Series Staff Trip to the Bay Area, California – March 18 – 20, 2019

ATTACHMENT 1 – Question 4:

We invited staff on committees with jurisdiction over science and technology, and staff from the offices of Members who have demonstrated an interest in innovation issues.

First	Last	Title	Office
Mike	Albares	Chief of Staff	Rep. Martha Roby
Liz	Amster	Legislative Director	Rep. Kathleen Rice
Ashley	Antoskiewicz	Legislative Director	Rep. Darin LaHood
Moira	Bergin	Subcommittee Staff Director	House Homeland Security Committee, Cybersercurity and Infrastructure Protection Subcommittee
Slade	Bond	Chief Counsel	House Judiciary Committee
Aaron	Bonnaure	Chief of Staff	Rep. Guy Reschenthaler
Anais	Borja	Legislative Assistant	Rep. Scott Peters
John	Byers	Chief of Staff	Rep. Will Hurd
Andres	Chovil		Rep. Tulsi Gabbard
Alex	Damato		Rep. Doris Matsui
Mike	Davin	Legislative Assistant	Rep. Bob Latta
Sebastian	De Luca	Legislative Assistant	Rep. Adam Kinzinger
Jasmine	Dickerson		Rep. Lisa Blunt Rochester
Casey	Fitzpatrick	Deputy Chief of Staff/Legislative Director	Rep. Kelly Armstrong
Andrew	Furman	Legislative Assistant	Rep. Flores
Lisa	Goldman	Counsel	House Energy and Commerce Committee, Consumer Protection and Commerce Subcommittee
David	Greengrass	Senior Counsel	House Judiciary Committee
James	Hampson	Legislative Director	Rep. Ken Buck
Brighton	Haslett		House Financial Services Committee
Aruna	Kalyanam	Staff Director	House Ways and Means Committee
Ari	Kirsh		Rep. John Shimkus
Julio	Lainez	Legislative Director	Rep. Seth Moulton
Sally Rose	Larson	Deputy Chief of Staff	Rep. Doug Collins

Joe	Lustig	Senior Legislative Assistant	Rep. Cedric Richmond
Graham	Mason	Legislative Director	Rep. Ben Ray Lujan
Sterling	McHale	Legislative Director	Rep. Scott Peters
Tripp	McKemey	Senior Legislative Assistant	Rep. Greg Gianforte
Matt	McMurray	Senior Legislative Assistant	Rep. Robin Kelly
Darin	Miller		House Freedom Caucus
Dylan	Moore	Legislative Assistant	Rep. Bucschon
			House Homeland Security Committee, Cybersecurity and Infrastructure Protection Subcommittee
Sarah	Moxley	Staff Director	
Philip	Murphy		Rep. Mike Doyle
Matt	Neighbors	Legislative Aide	Rep. Cathy McMorris Rodgers
Dao	Nguyen		Rep. Stephanie Murphy
Michael	Nichola		Rep. Darren Soto
Michael	Perez	Legislative Assistant	Rep. Susan Davis
Robert	Peters	Legislative Assistant	Rep. John Ratcliffe
Elliott	Phaup	Policy Adviser	Rep. Dutch Ruppersberger
Virginia	Poe	Legislative Assistant	Rep. Charlie Crist
Asad	Ramzanali		Rep. Anna Eshoo
Michael	Richards	Senior Legislative Assistant	Rep. Pete Olson
Lauren	Sarkesian	Legislative Counsel	Rep. Don Beyer
Emily Sara	Silverberg		Rep. Paul Tonko
Richard	Stern	Legislative Director	Rep. Tom McClintock
Zach	Stokes		Rep. Kurt Schrader
Mimi	Strobel	Legislative Assistant	Rep. Susan Brooks
Shantanu	Tata		Rep. Suzan DelBene
Michael	Tecklenburg	Counsel/Policy Adviser	Speaker Nancy Pelosi
Syd	Terry		Rep. Jan Schakowsky
Tejasi	Thatte		Rep. Antonio Cardenas
Brittany	Van	Policy Advisor	New Democrat Coalition
Andre	Vasilescu	Communications Director/Legislative Assistant	Rep. Gregory Meeks
Michele	Viterise	Legislative Counsel	Rep. Derek Kilmer
Tommy	Walker		Rep. Diana DeGette
Jeff	Weiland	Counsel	Minority Whip Steve Scalise
Wendell	White	Counsel	Rep. Pete Aguilar